

RM971 NON MEDICAL NON CLINICAL

PART 1 –ORDER FORM

ORDER FORM – CS19035

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM: Department for Business, Energy & Industrial Strategy

CUSTOMER	Department for Business, Energy & Industrial Strategy
SERVICE ADDRESS	1 Victoria Street London SW1H.0ET
INVOICE ADDRESS(If different)	c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.ukpbs.co.uk
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED e-mail: REDACTED
ORDER NUMBER	CS19035
ORDER DATE	22/01/2019

TO: Allen Lane Limited

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	33 King Street, St. James's, London, SW1Y 6RJ
ACCOUNT MANAGER	Name: REDACTED Address: Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements:	
RM971 LOT:	Lot 4
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	PPM Specialist
AGENDA FOR CHANGE PAY BAND:	10
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	AA
HOURS/DAYS REQUIRED:	8 Hours per day, 5 days a week.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	None.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	None
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	Basic
HIGH COST AREA SUPPLEMENT?	No

REGULATED OR CONTROLLED ACTIVITY (ISA)?	No												
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	Project Management professionals with 3+ years' experience working on a range of projects in either public or private sector, APMP, PMP or Prince2 qualified.												
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTED												
POST CODE OF LOCATION WITH REQUIREMENT:	SW1H 0ET												
RM071 LOT:	Lot 4												
NUMBER OF ROLES REQUIRED:	1												
JOB ROLE/TITLE:	PPM Specialist												
AGENDA FOR CHANGE PAY BAND:	10												
ADDITIONAL REQUIREMENTS:	None												
PART 1.2: ANTICIPATED DURATION OF CONTRACT													
COMMENCEMENT DATE:	21/1/19												
ANTICIPATED END DATE:	31/7/19												
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary												
PART 1.3: MILESTONES AND KEY DELIVERABLES													
None													
PART 1.4: CHARGES PAYABLE BY CUSTOMER:													
<p><i>It is the viewpoint of the contracting authority that the candidates below are out of scope of the Intermediaries legislation (IR35). All workers are subject to 5 working days notice period.</i></p> <p>Total contract value shall not exceed £89,730.42 excluding VAT as per the breakdown below, however there is no commitment to spend up to this.</p>													
<table border="1"> <thead> <tr> <th>Name</th> <th>Start Date</th> <th>Rate</th> <th>REDACTED</th> </tr> </thead> <tbody> <tr> <td>REDACTED</td> <td>21/1/19</td> <td>REDACTED</td> <td>£89,730.42</td> </tr> <tr> <td colspan="3">Total Charge (Ex. VAT)</td> <td>£89,730.42</td> </tr> </tbody> </table>		Name	Start Date	Rate	REDACTED	REDACTED	21/1/19	REDACTED	£89,730.42	Total Charge (Ex. VAT)			£89,730.42
Name	Start Date	Rate	REDACTED										
REDACTED	21/1/19	REDACTED	£89,730.42										
Total Charge (Ex. VAT)			£89,730.42										
	Pre-AWR	Post-AWR											
Pay to Worker(s)	REDACTED	REDACTED											
Total Charge	REDACTED	REDACTED											
DISCOUNTS APPLICABLE:	None												
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT													
None													
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS													
<p>Project Management contractors will work flexibly across the Departmental Portfolio of EU Exit related projects and will be assigned to specific work streams. Individuals will work closely with the SRO and work stream team to define, plan, co-ordinate, report and manage the risk associated with each area. Key tasks include:</p> <ul style="list-style-type: none"> • Ensure that adequate project governance is established and maintained for the relevant aspects of the project that individual is responsible for in line with BEIS best practice. • Ensure Risks, Issues and Benefits are identified, managed and escalated as appropriate and in line with BEIS Risk and Benefit frameworks. • Ensure there are robust project plans that are communicated to the key stakeholders and managed to completion, flagging delays and updating plans as required. 													

- Ensure that the project follows BEIS Project/Programme Delivery best practice and meets Departmental and EU Exit requirements for reporting and updates.
- Work across organisational boundaries to coordinate work and ensure all stakeholders are sighted on the progress and requirements. The contractor will work to identify and manage stakeholders including SRO, project boards, BEIS, partner organisations and cross government bodies, ensuring there are stakeholder engagement plans in place that meet the different stakeholder needs.

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS

PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS: Not Applicable

PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS: Not Applicable

PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES

PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES: 1. REDACTED

PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES: None

PART 5: CONFIDENTIAL INFORMATION

PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION: None

Call Off Schedule 16 – Processing Personal Data

1. The contract details of the Customer Data Protection Officer is:

Data Protection Officer
 Department for Business, Energy and Industrial Strategy
 1 Victoria Street
 London
 SW1H 0ET
 Email: dataprotection@bels.gov.uk
2. The contract details of the Suppliers Data Protection Officer is:

Allen Lane Limited (REDACTED)
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Contract Reference:	CS19035
Date:	January 30, 2019
Description of Authorised Processing	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation the Parties are independent controllers of Personal Data under this Framework Agreement.
Use of Personal Data	Managing the obligations under the Call Off Contract Agreement, including exit management, and other associated activities.
Duration of the processing	For the duration of the Framework Contract plus 7 years.
Nature and purposes of the processing	The nature of the processing will include collection, organisation, structuring, storage, alteration, retrieval, consultation, use, restriction, erasure or destruction of data. Erasure will be by manual means. Processing takes place for the purposes of:

	<ul style="list-style-type: none"> • Pre-employment checking <p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
<p>Type of Personal Data</p>	<p>Full name</p> <p>Workplace address</p> <p>Workplace Phone Number</p> <p>Workplace email address</p> <p>Names</p> <p>Job Title</p> <p>Compensation</p> <p>Tenure Information</p> <p>Qualifications or Certifications</p> <p>Nationality</p> <p>Education & training history</p> <p>Previous work history</p> <p>Personal Interests</p> <p>References and referee details</p> <p>Driving license details</p> <p>National insurance number</p> <p>Bank statements</p> <p>Utility bills</p> <p>Job title or role</p> <p>Job application details</p> <p>Start date</p>

	<p>End date & reason for termination</p> <p>Contract type</p> <p>Compensation data</p> <p>Photographic Facial Image</p> <p>Biometric data</p> <p>Birth certificates</p> <p>IP Address</p> <p>Details of physical and psychological health or medical condition</p> <p>Next of kin & emergency contact details</p> <p>Record of absence, time tracking & annual leave</p>
Categories of Data Subject	<p>Agency worker/s of the contracting authority as engaged by the supplier.</p> <p>Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within contract management.</p>

BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form (together with where completed and applicable, the further-competition order (additional requirements) incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATATURE	
DATE:	

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	
DATE:	